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Business and Economic Consultants

Kevin J. Cooper

Feb. 1, 1994

To: Elgin City Council
From: Kevin Cooper, 2010 Coordinator
RE: Progress Report for January, 1994

The beginning of 1994 seems slow when looking at actual activities and progress. However, the first month of 1994 has seen a lot of activity which should result in some very visible results this month.

Several 2010 members met with two representative from RDI where we discussed the completion of the strategic plan. They asked us to review the plan and make a few minor changes. RDI will be scheduling three or four meetings with the committee to complete the plan. The first will feature a panel of finance and resource specialists to discuss potential funding for projects in the plan. This meeting is tentatively scheduled for Feb. 17.

A meeting of the committee was held on Jan. 20 to review the draft plan in its current incomplete form. Attendance was smaller than expected so I will be making several minor changes to our notice procedures for future meetings.

I was accompanied by Joe Garlitz, Christine McLaughlin, and Maureen Smolkowski on Jan. 19 in making a presentation to the Union County Commission requesting funding for continuing my contract with the city. The presentation was well received and the commissioners seemed willing to provide us with some financial assistance. We asked for \$3,000 and they indicated a decision would be made by Feb, 2, 1994.

I requested the assistance of the Union County Watershed subcommittee to assist in planning for the Hunaha Park and River Walk projects. They indicated they could offer some in-kind assistance either through their staff or some other resource. In a follow up discussion with members of the Grande Ronde Model Watershed Board, I was encouraged to take a more direct approach in getting the project approved.

I have submitted the billing for January which reflects my first donation of work. This donation of eight (8) hours equals \$320 and towards the \$2,000 donation I promised in December.

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Mar. 1, 1994

To: Elgin City Council
From: Kevin Cooper, 2010 Coordinator
RE: Progress Report for February, 1994

My activities for February were split fairly evenly between carrying out administrative duties and grant writing activities. I completed two proposals in February which were presented to US Bank and the McKinzie River Gathering Foundation.

A potential conflict over the involvement of an environmental group, the Pacific Rivers Council, in Riverfest developed in late February. The 2010 Committee issued a statement that PRC's involvement was inconsistent with the best interests of the community. However, the Riverfest Committee intends to involve PRC because one of the purposes of Riverfest is to bring diverse groups and views together. The potential for conflict could cause problems if the issue is not resolved in the near future.

The grant to McKinzie River Gathering Foundation to pay for Riverfest activities will be decided on June 1. Because they take so long to make a decision, some costs will have to be paid from another source. The proposal to US Bank included three components: completing the funding for my contract, paying for leadership training for 2010, and some Riverfest expenses. We should get a response from the bank this month or in early April. I have several other applications which will be written in March.

The funding left for the rest of this fiscal year, assuming US bank approves our request, will be about \$6,075. Based on my current work for 2010, I would estimate my total costs for the remainder of the year, including the February billing, should range from \$7,000 to \$7,500. This assumes I won't be managing any project grants until next fiscal year. To adjust to this difference I could reduce the grant writing activities to match the funding level. However, this might limit our ability to make the contract self sustaining. Another option would be to approve additional funds to the contract for this year. In either case, a decision on this should be made by your regular April meeting.

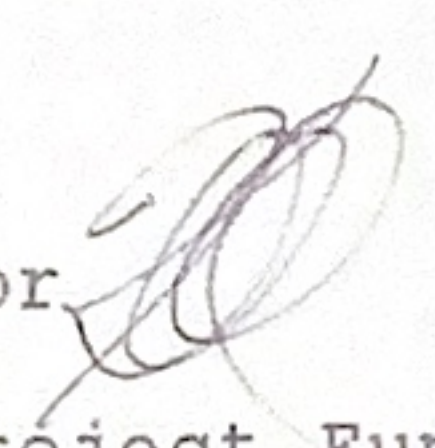
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Kevin J. Cooper

March 25, 1994

MEMORANDUM

To: Elgin City Council

From: Kevin Cooper, 2010 Coordinator 

RE: Action Recommendations for Project Funding

I am recommending two actions which are needed. Joe Garlitz indicated funds were available in the city's current budget to pay for these activities. Joe also said he could provide you with the details.

The first action needed is completion of an economic assessment and project design components for Hunaha Park. I invited Gary Hathaway to the April 12 City Council meeting to discuss the design components. These two actions are needed before any grant applications can be prepared. Two funding programs will be available in June if these items are completed at that time.

Costs:

Design Components	3,500
Economic Assessment	\$1,500

Total Costs \$5,000

If you decide to approve these expenditures at your April meeting, you could hire Gary to contract for the entire amount of the work or you could split it up and have me perform the economic assessment work under my existing contract. I would recommend Gary to perform the Design Components work as he is highly qualified, a local contractor, and serves on a committee that is associated with a potential funding source for part of the project.

The second action is approving additional funds to complete the grant writing schedule for this year, I would estimate an additional \$4,000 is needed. This would allow me to prepare the grant applications on projects which will be budgeted for next year. Since the 2010 Committee will be scheduling work on projects over the next few months, allocating additional funds will communicate how much work will be available through my contract for the next few months. It will also demonstrate the city's continuing commitment to the 2010 process.

Thank you for your consideration of these recommendations.

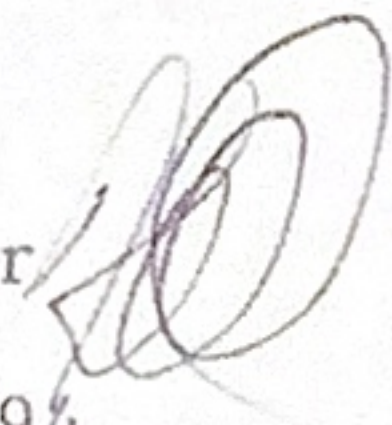
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Kevin J. Cooper

Apr. 1, 1994

To: Elgin City Council

From: Kevin Cooper, 2010 Coordinator 

RE: Progress Report for March, 1994

March was far and away the busiest month to date on the contract work. I completed and submitted two grant applications, worked on another proposal which has been submitted for your consideration, and spent several hours working with RDI in their effort to assist the 2010 Committee complete its strategic plan.

The Oregon Downtown Tourism Development application was long and required a significant amount of time. Another submitted to the Northwest Power Planning Council was not nearly as involved but required almost three hours of correspondence. We should hear back on both proposals this month.

I spent about five hours working on the Hunaha Park Project. Most of this time was researching funding sources and working with Gary Hathaway to develop a proposal for design work and economic analysis. There is a tight time frame for getting this project ready for two grant programs, one which will require a final proposal on July 1 of this year.

I spent an inordinate amount of time getting information to and corresponding with Bruce Boggs of RDI last month. I had anticipated spending less time in March performing administrative duties than in past months. As it turned out, I actually spent about five more hours than I had averaged over the last several months.

The approval of the \$2,000 from US Bank was very good news and I would recommend it be designated to finance the balance of the contract we signed last fall. I submitted another memo on this last week with some additional recommendations for your consideration. Thank you for your continued cooperation and support of this important work.